

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

ADULT SYSTEMS OF CARE BUREAU ADMINISTRATION

DMH-DPSS RECORD RETRIEVAL/CO-LOCATED PROGRAMS

TRANSFER OPPORTUNITY

MENTAL HEALTH COUNSELOR RN

The DMH-DPSS Record Retrieval/Co-Located program is seeking to fill a full-time position for a Mental Health Counselor RN. The person selected for this position will be located at DMH headquarters to retrieve and review mental health assessments, documentation and other information to support general relief participants' claims for Supplemental Security Income (SSI) disability.

ESSENTIAL JOB FUNCTION:

- Retrieve and review mental health records, documentation and complete a summary of findings to support general relief participants' disability claim for SSI.
- Establish working relationships with medical records personnel or designated staff at DMH clinics and Contact Providers to enable retrieval of mental health records, assessments, evaluations and other appropriate mental health documents/documentation.
- Ability to interface with DMH Clinic and Contract Provider staff.
- Knowledge of DMH Clinics and Contract Providers.
- Complete time study, data collection and claiming forms, in compliance with DMH and DPSS procedures.

ESSENTIAL QUALIFICATIONS:

- Seeking a Mental Health Counselor RN.
- Knowledge of mental health diagnoses and psychotropic medications
- Excellent organization, interpersonal, oral and written communication skills.

- Networking and problem-solving skills
- Adaptable and flexible.
- Ability to travel countywide

Qualified individuals holding the title of Mental Health counselor RN should fax or email their resume to:

Johnnetta Martin, Staff Assistant
(213) 738-6155

OR

Fax (213) 637-0790 or jmmartin@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER